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**Subject: Vendor Relocation**

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Effective Date: October 1, 2006

Revised from:

**Policy:** Authorized WIC vendors shall give the SA written notice of relocation within fifteen (15) calendar days of their planned move to a new location. Failure to notify the SA in writing of such actions may result in the SA taking administrative action, including terminating for cause the vendor's WIC authorized stamp.

Relocation of a vendor, for purposes of this policy, is defined as:

- (1) A WIC vendor's physical location changes within the same geographical trade area (2 miles or less driving distance from the original site) and there is no change in ownership, pricing structure or key vendor personnel;
- (2) The vendor opens for business within fourteen (14) calendar days or less after moving to a different building/location; and
- (3) The vendor is not permanently closed for business.

Vendors relocating outside the above criteria will not be deemed a relocation according to the Kansas WIC program but will be deemed a new store and must follow procedures as outlined in VEN 02.00.00 (Authorization Process for New Vendors)

**Reference: 7 CFR § 246.12(h)(3)(xvii)**

**Procedure:**

1. Authorized WIC vendors who relocate shall provide advanced written notice to the SA. This written notice shall include a date of relocation to the new location, the physical mailing address of the new location and the active daytime telephone number to contact the owner during and after the period of relocation.
2. When the SA receives notification that a vendor is relocating, the SA shall:
  - a. Notify the LA in writing of the vendor's intent to change location.
  - b. Assign a new WIC authorization number for vendors with both a name change and physical address change. For vendor relocations that do not involve a name change, the vendor will continue using their previously assigned WIC authorization number; and
  - c. A LA staff member must evaluate the vendor as a new vendor to ensure the vendor's prices qualify for continued authorization, as outlined in VEN 02.00.00 (Authorization Process for New Vendors).

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3. The SA must ensure that the new location still meets the Evaluation and Selection criteria. Failure to meet all selection criteria, including being price competitive, may lead to the vendor's WIC authorization being terminated.